



Position details

Administrative services- CSOF3

THE FOLLOWING INFORMATION IS FOR APPLICANTS	
Advertised job title	Finance Officer (Assistant Accountant)
Job reference	102445
Tenure and work schedule	Specified Term of 12 months We will explore options for part-time, job-share and flexible work arrangements based on needs of the role and individual circumstances.
Salary range	AU\$76,068 - AU\$96,813 per annum (pro-rata for part-time) plus up to 15.4% superannuation
Location(s) and office arrangements	Preferred locations Canberra, Hobart Other AU cities with CSIRO considered
Relocation assistance	Will be provided to the successful candidate if required
Applications are open to	Australian/New Zealand Citizens and Australian Permanent Residents
Position reports to the	Finance Manager – Accounting and Tax
Client focus – internal	75%
Client focus – external	25%
Number of direct reports	0
Enquire about this job	Angela Palmer, via email angela.palmer@csiro.au
Support and workplace adjustments	We offer a range of reasonable supports and workplace adjustments. Please let us know via email Sarah.lyons@csiro.au if we can help you to equitably participate in our recruitment process or the role itself.
How to apply	Apply online at https://jobs.csiro.au/ Internal applicants please apply via Jobs Central If you experience difficulties when applying, please email careers.online@csiro.au

Acknowledgement of Country

CSIRO acknowledges the Traditional Owners of the land, sea and waters, of the areas that we live and work on across Australia. We acknowledge their continuing connection to their culture and pay our respects to their Elders past and present. View our [vision towards reconciliation](#).

About CSIRO

As Australia's national science agency, CSIRO is solving the greatest challenges through innovative science and technology. Many of our iconic innovations were once considered impossible until someone, just like you, joined us and took on the challenge.

As one of the world's largest multidisciplinary mission-driven research organisations, we are focused on the issues that matter the most: for our quality of life, for the economy and for our environment. We believe diverse teams are more effective and deliver more innovative outcomes. When we all focus on the big things that really matter, and work in partnership with our communities and [Indigenous Australia](#), Australian science and technology can solve seemingly impossible problems and create new value for all Australians. Visit [CSIRO.au](#) for more information.

Role overview

CSIRO Finance's objective is to provide reliable, accurate, timely, customer-focused information and relevant strategic insight to support and enable CSIRO's financial sustainability through the effective use of resources.

Finance staff in CSIRO provide administrative and finance services to support the provision of research and development activities. This involves administration of finance policies, systems, and procedures that assist the organisation and business units in achieving their objectives and meeting Government and regulatory responsibilities.

Based within the Financial Accounting and Tax team, the position is responsible for day-to-day accounting, financial compliance and operational tasks with a strong focus on providing accounting support to the CSIRO and its Subsidiary Entities.

The Officer will contribute to the financial accounting activities for CSIRO, including assisting in financial statement preparation and audit, preparing reconciliations and journal entries. The Officer will also provide finance support services for CSIRO Subsidiary Entities which includes tasks such as bookkeeping, compliance activities and preparing management reports of spend against budgets.

The incumbent will demonstrate adeptness in managing diverse tasks and collaborating with various stakeholders to ensure financial accounting compliance within financial and regulatory reporting frameworks and the organisation's financial protocols.

Duties and key result areas

- Accurately and efficiently undertake and manage accounting activities for CSIRO and its Subsidiary Entities, including maintaining the general ledger, preparation of ad-hoc reports, assisting with the preparation of financial statements, and various reporting activities to assist in achieving statutory compliance and adhering to policies and processes.
- Analyse data, identify variances or issues and draw conclusions or potential solutions for discussion with the team.

- Proactively look for digital solutions to improve the efficiency and effectiveness of processes. Work across multiple accounting and operational systems.
- Provide support in commercialisation accounting and management of accounting and reporting for investment portfolios.
- Support the CSIRO consolidated financial statements process and audit, including reconciliation and preparation of appropriate audit working papers.
- Accurately undertake, supervise and complete work with appropriate prioritisation, adding-value and looking for improvements to processes to ensure a high level service delivery and performance.
- Build effective working relationships across the Finance function and the Subsidiaries, working within and across team(s) to achieve objectives and deliverables. Work closely with internal and external stakeholders to manage relationships and deliver outcomes.
- Communicate openly, effectively and respectfully with all staff, clients and suppliers in the interests of good business practice, collaboration and enhancement of CSIRO's reputation.
- Adhere to the spirit and practice of CSIRO's Values, Code of Conduct, Health, Safety and Environment procedures and policy and diversity initiatives.
- Other duties as directed. Key responsibilities may change or evolve to support the success of the Finance function in the Enterprise organisational model and to reflect major project priorities and responsibilities.

Selection criteria

Essential

Under CSIRO policy only those who meet all essential criteria can be appointed.

1. Holds or is working towards a tertiary qualification in accounting or finance and/or equivalent relevant work experience in a financial environment.
2. Demonstrated experience in financial accounting tasks (such as recording of transactions, undertaking reconciliations, preparing monthly reports)
3. Demonstrated experience being proactive and using sound judgement and problem solving skills to resolve issues and implement improved business practices.
4. Demonstrated experience in working with accounting systems (e.g. SAP, XERO)
5. Proven ability to complete work with accuracy and timeliness including prioritisation of own tasks contributing to service delivery.
6. Demonstrated experience to complete accurate and timely reporting by ensuring the integrity of data sources and inputs. Attention to detail and quality data input.
7. Strong Microsoft Excel skills and proficiency in using the Microsoft Office suite of programs.

8. Excellent written and verbal communication skills, and ability to form constructive working relationships with staff across the business to progress outcomes
9. A proven ability to work well within a team to provide a high level of customer service

Desirable

1. Knowledge and experience of CSIRO systems and processes.

Not sure if you meet all the criteria?

While it is CSIRO policy that the successful candidate must meet all the essential criteria, there are many ways to demonstrate this. Don't let the list discourage you. If you are unsure about applying, please reach out to the contact on page 1 of this document so we can discuss the role further.

Required competencies

- **Teamwork and collaboration:** Proactively seeks and considers the ideas and opinions of others from within and outside the team to help form decisions, plans or actions.
- **Influence and communication:** Puts forward ideas by presenting factual information supported by data, definitions, examples, illustrations or other aids, which will assist in conveying meaning.
- **Resource management/leadership:** Provides instruction and assists other staff to complete allocated tasks and activities.
- **Judgement and problem solving:** Identifies and considers the implications of a range of available alternatives in order to select the most appropriate response to problems of a familiar or recurring nature.
- **Independence:** Recognises and makes immediate changes to improve performance (faster, better, lower cost, more efficiently, better quality, improved client satisfaction).
- **Adaptability:** Willingness to change ideas or perceptions based on new information, contrary evidence or other people's points of view. Prepared to try out different approaches.

Setting you up for success

We understand that not everyone works in the same way and sometimes people may require reasonable support and adjustments to perform at their best. Whether related to the recruitment process and or the role itself, this may include options such as providing different methods of communication, flexible hours or physical adjustments to work methods. If you feel comfortable, we encourage you to share any support and adjustments you may need to carry out the inherent requirements of the role. Please let us know via email Sarah.lyons@csiro.au if we can help you to equitably participate in our recruitment process or the role itself

Life at CSIRO and flexible working arrangements

We [work flexibly at CSIRO](#), offering a range of options for how, when and where you work. We can discuss flexible work arrangements with you during the recruitment process. CSIRO also offers

a range of leave entitlements, [benefits](#) and [career development](#) opportunities. To learn more, visit [Careers at CSIRO](#).

We celebrate the uniqueness of our workforce and are committed to creating [diverse and inclusive teams](#) where everyone feels they belong. CSIRO is an equal employment opportunity organisation dedicated to recruiting people based on merit, and reflecting the diversity of the community we serve. We recognise true diversity encompasses all ages, nationalities, abilities, cultures, genders, sexualities, faiths, levels of education, diversity of thought and many more aspects of identity. By empowering diverse teams, our community is reflected in the solutions we create.

CSIRO values

CSIRO is a values-based organisation committed to values-based leadership.

Value	Descriptor	Behaviour
People first	Our priority is the safety and wellbeing of our people. We believe in, and respect, the power of diverse perspectives. We seek out and learn from our differences.	<ul style="list-style-type: none"> • Respectful • Caring • Inclusive
Further together	We achieve more together than we ever could alone. We listen and collaborate, in teams, across disciplines, across boundaries. We embrace ambiguity and use discussion and persistence to generate unique solutions to complex problems.	<ul style="list-style-type: none"> • Accountable • Authentic • Courageous
Making it real	We do science with real impact. We thrive when taking on the big challenges facing the world. We take educated risks and defy convention. We celebrate successes and failures and leverage them to learn as we strive to be the force for positive change.	<ul style="list-style-type: none"> • Partnering • Cooperative • Humble
Trusted	We're driven by purpose but remain objective. We fight misinformation with facts. We earn trust everywhere through everything we do. We trust each other and we hold each other accountable. Together our actions drive Australia's trust in CSIRO.	<ul style="list-style-type: none"> • Curious • Adaptive • Entrepreneurial

Child safety

CSIRO is committed to the safety and wellbeing of all children and young people involved in our activities and programs. View our [Child Safe Policy](#).

Special requirements

Appointment to this role is subject to provision of a pre-employment background check and may be subject to other security/medical/character clearance requirements.

- The successful candidate will undertake a pre-employment background check. Please note that individuals with criminal records are not automatically deemed ineligible. Each application will be considered on its merits.